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Thomas J. Sadowski
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MEMORANDUM

TO: State Agencies

FROM: OA/Accounting

DATE: May 25, 2005

RE: Supporting Documentation Filing and Retention Guidelines

As you are aware, beginning with FY 2006 (July 1, 2005), state agencies will hold the primary responsibility for filing and retrieval of the original supporting documentation for all documents where agencies apply the final approval. A set of guidelines for carrying out this new filing and retention responsibility is available for your review on the Secretary of State's website at <http://www.sos.mo.gov/records/recmgmt/document-filing-retention.asp>.

The SAM II Financial Policies and Procedures, General Accounting O, Document Filing and Retention, will be updated to include the above link to the Secretary of State's website. We anticipate this update to post to the policies and procedures in July 2005. This notification, with the link to the Secretary of State's website, is also located on the SAM II Financial website at <http://www.missouri.gov/mo/samii/fin/bulletins>.

For ease of filing and access during the retrieval process, the Secretary of State, Records Management Division is recommending that all agencies use regular file folders and eliminate the use of the document filing envelope (MO 300-1721), beginning with the filing of FY 2006 supporting documentation. Agencies should continue to use the document filing envelope to file FY 2005 supporting documentation.

As a reminder, all state agencies must send all FY 2005 and prior fiscal year payment supporting documentation to OA/Accounting for filing no later than August 31, 2005. This August 31 document filing deadline supersedes any Agency Delegation of Authority exceptions for document filing and retention.

Thank you for your cooperation.